



## MULTI-FAMILY PERMITTING PROCEDURES

### New Structures, Additions, Remodels, & Accessory Structures

#### City of Carmel / Clay Township

### **PROCEDURE:**

**1.** Submit for and obtain the appropriate approvals by the City of Carmel Plan Commission, Board of Zoning Appeals, Technical Advisory Committee, and/or the Dept. of Community Services. Contact the office of Planning & Zoning at (317) 571-2417 for any questions regarding these processes. Additional City of Carmel or Hamilton County offices that may require an approval of the project are as follows:



Hamilton Co. Health Dept.: (317) 776-8500

Clay Township Regional Waste District: (317) 844-9200; [ryan.hartman@ctrwd.org](mailto:ryan.hartman@ctrwd.org)

Hamilton Co. Surveyor: (317) 776-8495; [grh@co.hamilton.in.us](mailto:grh@co.hamilton.in.us)

Hamilton Co. Natural Resources: (317) 773-1406; [rht@co.hamilton.in.us](mailto:rht@co.hamilton.in.us)

Hamilton Co. Highway Dept.: (317) 773-7770; [jbt@co.hamilton.in.us](mailto:jbt@co.hamilton.in.us)

City of Carmel Engineer's Office (Gary Duncan): (317) 571-2441; [gduncan@carmel.in.gov](mailto:gduncan@carmel.in.gov)

City of Carmel Engineer's Office (Dick Hill): (317) 571-2441; [dhill@carmel.in.gov](mailto:dhill@carmel.in.gov)

City of Carmel Communications Dept. (Bill Akers): (317) 571-2577; [wakers@carmel.in.gov](mailto:wakers@carmel.in.gov)

**2.** Submit plans to the State Fire Prevention & Building Safety Plan Review. Contact (317) 232-6418 for any questions regarding their submittal process. You will need to obtain your State Commercial Design Release (CDR) to include in your submittal to the Building & Code Enforcement office. If the State does not require a CDR for the project, please submit a statement to that effect, with the name of the reviewer you spoke with.



**EXEMPTIONS:** Exemptions from Commercial Design Release Requirements from the State of Indiana are covered under General Administrative Rule 675 IAC 12-6-4. If this rule applies, you may still be required to obtain a permit from the Dept. of Community Services, Building & Code Enforcement office, under Carmel City Code, Chapter 7.

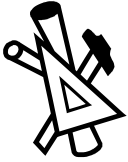
**3.** Contact Sarah Lillard at (317) 571-2475 or at [slillard@carmel.in.gov](mailto:slillard@carmel.in.gov) to request a pre-submittal meeting for your project. If she is unavailable, please contact Jim Blanchard at (317) 571-2450 or [jblanchard@carmel.in.gov](mailto:jblanchard@carmel.in.gov). You will need to provide the following information when making your request:

1. Project Name and description
2. Location of project
3. Contact Name, phone number, and e-mail address

Once our office has been contacted for a meeting, we will e-mail several City and County agencies, to verify the status of the project. You will be CC'd on this e-mail, and will receive any replies regarding outstanding items. If any are cited, you will need to contact that agency to clear up the issue. Once all items are complete, we will contact you to schedule the meeting. The meeting date is normally set within one or two days from that contact.

**\*NOTE:** A Pre-Submittal meeting may not be required for subsequent buildings within the project, after the first permit is issued. Contact either Jim Blanchard or Sarah Lillard to determine whether additional meetings will be needed. ALSO, if a master set of construction and site prints for the entire project is approved at the initial Pre-Submittal meeting, only items 1, 2, and 7 under the Submittal Requirements section of this sheet will be required for subsequent applications.

## **SUBMITTAL REQUIREMENTS:**



1. A copy of your State Commercial Design Release. (CDR)
2. A fully completed Commercial or Institutional Improvement Location Permit Application. These can be picked up at our office, or you can request one to be mailed to you. These are 3-part, carbon forms. (A sample of this document appears on our website @ [www.carmel.in.gov](http://www.carmel.in.gov) in the Dept. of Community Services link, in the Building & Code Services section. A copy of this procedure sheet can also be found in that section.)
3. Three (3) sets of CERTIFIED drawings. The plans must be EXACT duplicates of those submitted to, and released by, the State Department of Fire & Building Services, and must reflect what was approved by the Plan Commission, Board of Zoning Appeals, and/or Dept. of Community Services. Plans should be no larger than 11 inches by 17 inches. ALSO, you will need to submit an electronic PDF copy of plans to [plux@carmel.in.gov](mailto:plux@carmel.in.gov) in addition to paper copies. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner or Deputy Building Commissioner through (317) 571-2444.
4. Three (3) affidavit stickers, signed by an authorized person, to attach to each set of plans. These may be picked up from our office in advance, mailed to you, or filled out at the time of the pre-submittal meeting. These affidavits must be signed, and state that the plans being submitted are exact duplicates of those submitted to the State.
5. One set of Architectural drawings stamped by Planning Administrator Matt Griffin [ [mgriffin@carmel.in.gov](mailto:mgriffin@carmel.in.gov) or (317) 571-2417] of the Planning and Zoning office. \*\*\*NOTE: In the cases where this is not required, a copy of an e-mail or letter from that office stating this to be the case will be required.
6. One set of the approved Landscape plans stamped by the Urban Forester, Scott Brewer. [ [sbrewer@carmel.in.gov](mailto:sbrewer@carmel.in.gov) or (317) 571-2417] \*\*\*NOTE: In the situations where this is not required, a copy of an e-mail or letter from that office stating this to be the case will be required.
7. Copies of any/all permits issued by other City or County agencies. (For example: Sewer and/or Water availability and/or connection permits; Curb Cut or Driveway permits; Right of Way permits; Etc...)

## **PERMIT REVIEW & ISSUANCE:**

When all documents have been received, our office will process the application, then send the submittal to the Carmel Fire Department (CFD) for review and approval. Our office will also perform a plan review. We will then notify you when the permit is ready for pick up. (Our office contacts the person who has signed at the bottom of the permit application, at the email address and/or phone number listed in the contact information area of the Builder of Record section.)

### **PLEASE NOTE:**

--Until our office receives the final CDR from the State, approving all aspects of construction, your permit will be a conditional release ONLY, and work and inspections may only progress through the approved stages of release.

--If your construction plans or scope of work or release changes, you will need to file a Revision Application with our office. Again, three (3) sets of the updated plans, an updated State CDR, and three (3) affidavit tags (if a CDR addendum was required) will need to be submitted with the revision application. A hold will be placed on all further inspections on your project, until the newly submitted plans can be reviewed and released. A plan amendment fee of \$267.00 (or \$277.50 as of April 1, 2007) may be assessed, as well as additional square footage and/or inspection fees.



--**DO NOT BEGIN CONSTRUCTION PRIOR TO THE RELEASE OF YOUR PERMIT.** If you do so, a Late Fee penalty may be assessed to your permit cost, per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.07 "Late Fees for Permits". Site preparation work may proceed with approval by the City of Carmel Engineering Department and /or the Hamilton Co. Surveyors Office.